

LEVEL III, MANAGEMENT **SENIOR TRAINING PROGRAM**

Reference: Chapter 5, CAP Regulation 50-17

1. Training at this level is designed for senior members serving as commanders and /or staff officers who plan to progress in grade and experience as active members of Civil Air Patrol. Level III provides career-broadening experience through job knowledge, conference attendance, and a Corporate Learning Course.

2. **DUTY POSITION:** To complete this level of training a member must hold a command or staff position for one (1) year. This is from the time an individual is assigned a duty position in Level II (Specialty Training).

3. **SENIOR SPECIALTY RATING:** After attaining a senior specialty rating in a specialty track, this results in the award of the **BRONZE STAR** for leadership. The Bronze Star is an attachment to the Leadership Award Ribbon. The senior rating must be completed to the unit commander's satisfaction and then it should be recorded on the individual's CAP Form 45b. The Bronze Star can be ordered through the CAP Bookstore. For information on updating the Senior Training Report with the Senior Rating, see paragraph 2-6, CAP Regulation 50-17.

4. **CONFERENCE ATTENDANCE:** For progression at this level an individual must attend two wing, region, or national conferences. These conferences afford the Civil Air Patrol officers a broad view of the corporate organization and expose them to the issues confronting Civil Air Patrol. Notices are printed in the CAP News, on the Web pages of National Headquarters (www.caphq.gov), Illinois Wing (www.ilcap.gov), and Group 12 (www.ilcap.gov/group12). Information on location, dates, and application procedures. An individual can also check with their unit commander or professional development officer for this information. An individual after returning from a conference should be sure to post their CAP Form 45b.

5. **CORPORATE LEARNING COURSE:** The purpose of this course is to provide broad knowledge and understanding of those areas necessary for squadron management.

6. An individual should attend a **Squadron Leadership School PRIOR** to attending a Corporate Learning Course. Information on these events can be obtained from the unit commander or the professional development officer, or check the web sites mentioned in paragraph 4 above.

7. **GROVER LEONING AEROSPACE AWARD:** After completing one (1) year in a command or staff position, attaining a senior rating in an individuals specialty, attendance at two (2) National, Wing, or Region conferences, and completing the Corporate Learning Course, the individual has completed all requirements for completion of Level III. The next step will be to complete a CAP Form 24 (Application for Senior Program Awards), item 9 will be completed following the instructions in paragraph 3 on reverse of form, **(be sure to add supporting documents before forwarding)**, then forwarded to Illinois Wing/ETS for the Wing Commander's approval. Wing will forward the CAP Form 24 to National Headquarters/ETS for approval. When approved, the certificate will be sent to the Wing commander for presentation. Copies should be made of the CAP Form 24 for the suspense action file. After receiving the

certificate the individual should make a copy for the CAP Form 45, and post the information on the CAP Form 45b.

8. **PROMOTION TO MAJOR:** Completion of Level II and the receipt of the Grover Leoning Award (Level III, Completion), and three (3) years time-in-grade as a Captain, this satisfies the training requirements for duty performance to Major (follow the instructions in CAP Regulation 35-5). A copy of CAP Form 2 should be completed at unit level and sent through the Group Commander to Illinois Wing/DP. The Wing Commander is the final approving authority for this promotion and will forward to National Headquarters for processing. A copy should be made for the suspense action file. Upon promotion, the grade insignia can be ordered from the CAP Bookstore.

9. Always check the reference directive for detailed information on Level III.